**Snippets Bulletin** – 3 October 2018

Do you need help to apply for any of these opportunities? If so, please phone 01506 434249, or call into Skills Development Scotland, Cairngorm House, Almondvale Boulevard, Livingston to arrange an appointment.

This bulletin is usually updated on a weekly basis, which means that recruiting companies can take off vacancies and add new ones in between issues, so please use this bulletin as a signposting aid only.

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| Store Associate, Holland and Barrett, Almondvale Centre, Livingston (part-time, 10.5 hours) - <https://bit.ly/2Dbmif0>  |
| Instore Visual Merchandiser, Ted Baker, Livingston - <https://bit.ly/2pkmhvq>  |
| New! Customer Team Member, Co-op, Howden West, Livingston - <https://bit.ly/2MFhsGt> Closing date 4 October. |
| Customer Assistant, Morrisons, Livingston (10-16 hours per week) - <https://bit.ly/2NS7Dto> Closing date 12 October.New! Customer Assistant, Morrisons, Livingston (10-16 hours per week) - <https://bit.ly/2NXvY1z> Closing date 5 October. |
| Seasonal Sales Assistant, The Card Factory, Almondvale Centre, Livingston. Minimum 6 hours per week - <https://bit.ly/2MNVXTM>. Closing date 7 December.New! Seasonal Sales Assistant, The Card Factory, Bathgate. Minimum 6 hours per week - <https://bit.ly/2Qr8rmJ>. Closing date 7 December. |
| Business Admin Apprentice, Sibbald Training, Armadale - <https://bit.ly/2pnFwEl>  |
| New! Festive Colleague, Tesco, Bathgate (evenings/night, temp, part-time). Closing date 31 October. Must be 18+ - <https://bit.ly/2DrrYvd> New! Festive Colleague, Tesco, Bathgate (days, temp, part-time). Closing date 31 October - <https://bit.ly/2zNeFru>  |
| Store Assistant, Tool Station, Livingston (part-time – 20 hours) - <https://bit.ly/2DT22ze>  |
| New! Customer Service Assistant Apprentice, Bank of Scotland, Shandwick Place and Comely Bank, Edinburgh - <https://bit.ly/2NZiDG9>. Closing date 13 October.New! Customer Service Assistant Apprentice, Bank of Scotland, Morningside and Tollcross, Edinburgh - <https://bit.ly/2P21qIC>. Closing date 13 October.New! Customer Service Assistant Apprentice, Bank of Scotland, Cameron Toll, Edinburgh - <https://bit.ly/2zO0T7W>. Closing date 13 October. New! Personal Banking Adviser Apprentice, Bank of Scotland, Gyle/Westerhailes, Edinburgh - <https://bit.ly/2DTXWaa>. Closing date 13 October. New! Customer Service Assistant Apprentice, Bank of Scotland, Gyle, Edinburgh - <https://bit.ly/2zNnG3I>.Closing date 10 October. New! Customer Service Assistant Apprentice, Bank of Scotland, Morningside, Edinburgh - <https://bit.ly/2DPZC4w>. Closing date 10 October. New! Customer Service Assistant Apprentice, Bank of Scotland, City Centre, Edinburgh - <https://bit.ly/2DTiWhf>. Closing date 10 October. New! Personal Banking Adviser Apprentice, Bank of Scotland, City Centre, Edinburgh - <https://bit.ly/2yaPpJM>. Closing date 10 October. |
| Christmas Casual, Royal Mail Parcel Sort Centre, Bathgate - <https://bit.ly/2Qgo1SR> Christmas Casual, Royal Mail Delivery Office, Livingston - <https://bit.ly/2N7OC5G> |
| Kitchen Assistant, Heatherfield, Armadale (bank – as and when needed) - <https://bit.ly/2O1wQOR>. Closing date 25 November 2018.  |
| Office Removals Operative, Livingston. This is an Access 2 Employment vacancy – <https://bit.ly/2N4KwfL> See attached vacancy details. |
| Network Rail Apprenticeships (UK wide). Initial training will take place at the Network Rail training facility at Westwood, England. Thereafter apprentices will be allocated to a depot within 60 minutes travelling time of home. Accommodation provided - <https://bit.ly/2i8OJzp> Closing date 15 October.  |
| New! Trainee Pharmacy Adviser, Boots, Shotts/Harthill (part-time) - <https://bit.ly/2O3lDBm> Trainee Optical Consultant, Boots, The Gyle, Edinburgh – part-time and full-time hours available - <https://bit.ly/2MAM7cJ>  |
| Customer Service Representative, Iron Mountain, Livingston - <https://bit.ly/2Nup53D>  |
| Barista, Starbucks, Livingston Designer Outlet - <https://bit.ly/2MZs6Mw>  |
| Sales Assistant, WH Smith, Livingston (6 hours Saturday or Sunday) - <https://bit.ly/2wjTXxa> |
| Sales Advisor (part-time), Eurochange, Livingston - <https://bit.ly/2wp95Zp>  |
| Line Chef, Wagamama, Livingston - <https://bit.ly/2MyFzuv> Kitchen Porter, Wagamama, Livingston - <https://bit.ly/2MiHAe2>  |
| Part-time Sales Assistant, Mountain Warehouse, Livingston Designer Outlet (8 hours) - <https://bit.ly/2KNRwas>  |
| Housekeeping Team Member (16 hours), Livingston Travelodge - <https://bit.ly/2NGQ2AJ>  |
| New! Warehouse Assistant, Schuh Head Office, Livingston - <https://bit.ly/2RmABk4> New! Customer Experience Team Member (temp/full-time), Schuh Head Office, Livingston - <https://bit.ly/2DRYQnn> New! Customer Experience Team Member (temp/part-time), Schuh Head Office, Livingston - <https://bit.ly/2xYiRDp>  |
| Service Assistant, Screwfix Direct, Bathgate (16 hours) - <https://bit.ly/2LSPGWn> Service Assistant, Screwfix Direct, Bathgate (20 hours) - <https://bit.ly/2NXc99Q>  |
| New! Kitchen Porter, Norton House Hotel, Newbridge - <https://bit.ly/2IDuZ0U> Kitchen Porter/ Kitchen Assistant, Norton House Hotel, Newbridge - <https://bit.ly/2K60T5j> Apprentice Chef, Norton House Hotel, Newbridge - <https://bit.ly/2wes34P> Room Attendant, Norton House Hotel, Newbridge - <https://bit.ly/2Bsd8Kn> Food and Beverage Server (weekend breakfast) - <https://bit.ly/2D5YiK7>  |
| Mitchells and Butler currently has the following vacancies:Chef, kitchen assistant and waiting staff across Edinburgh and the Lothians - <https://bit.ly/2P48i8p> Apprentice Chef, Bar and Waiting Apprenticeships and Hospitality Management Development Apprenticeships available in Edinburgh and South Queensferry - <https://bit.ly/2xs6s9W>  |
| Store Apprenticeship, Aldi – Opportunities available across the central belt, including in Livingston, Bathgate, Whitburn and Linlithgow stores. - [**https://bit.ly/1C4qzdS**](https://bit.ly/1C4qzdS) |
| GTG Training is looking to fill the following vacancies:New! Light Vehicle Mechanic, Blackhall, Edinburgh - <https://bit.ly/2nh9s4g> New! Light Vehicle Mechanic, Corstorphine, Edinburgh - <https://bit.ly/2Mnb0ED> New! Warehouse and Storage Apprentice, Newbridge, Edinburgh - <https://bit.ly/2KZnG72> New! Light Vehicle Mechanic, Maidencraig, Edinburgh - <https://bit.ly/2MFvyZ6> New! Light Vehicle Mechanic, Marchmont, Edinburgh - <https://bit.ly/2P20vZj> New! Light Vehicle Mechanic, Craigentinny, Edinburgh - <https://bit.ly/2v0OXfH> New! Apprentice Body Repairer, Edinburgh Cars, Edinburgh - <https://bit.ly/2LIZuGy> Light Vehicle Mechanic Apprentice, Newbridge - <https://bit.ly/2NGfRBq> Light Vehicle Mechanic Apprentice, Bo’ness - <https://bit.ly/2wBTHK6> New! Light Vehicle Mechanic Apprentice, Musselburgh - <https://bit.ly/2BBbDcO> Apprentice Light Vehicle Technician, Clan Garage, Roseburn, Edinburgh - <https://bit.ly/2KK2p1T> Apprentice Light Vehicle Technician, Union Motor Company, Wester Hailes, Edinburgh - <https://bit.ly/2L2STD8> There are other apprenticeships available on the GTG website. If you can travel to other areas take a look at <https://bit.ly/2KZGS4I> |
| The Dalmahoy Hotel and Country Club, Edinburgh is currently looking for a linen porter, room attendant and reservations agent - <https://bit.ly/2z8ldm5>  |
| Apprenticeship in Hospitality Programme - various locations available including Edinburgh and Glasgow - <https://bit.ly/2KovxaY>  |
| Next, The Elements, Livingston is looking for temporary and permanent sales consultants and a Christmas support team. Various hours available - <https://bit.ly/2zHpEoe>  |
| Full and Part-time Crew Members, McDonalds, Livingston - <https://bit.ly/2lRWBDT>  |
| Customer Service Apprenticeship, Royal Bank of Scotland, Edinburgh – [**https://bit.ly/2OL8OYc**](https://bit.ly/2OL8OYc)  |
| The Eastern Western Motor Group currently has the following vacancies:Apprentice Panel Beater, Accident Repair Centre, Broxburn - <https://bit.ly/2KGmAKk>  |

[www.apprenticeships.scot](http://www.apprenticeships.scot)

See below *a selection*of the opportunities currently advertised on the [www.apprenticeships.scot](http://www.apprenticeships.scot):

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| Customer Services Assistant, Conduit Scotland Bathgate - <https://bit.ly/2Nh5JTO>. Closing date 5 October.  |
| Warehousing Assistant, Edinburgh. Training provided by Microcom - <https://bit.ly/2MwA1ML>Closing date 31 October.  |
| Property Assistant Business Administration, Edinburgh. Training by QA - <https://bit.ly/2x9N1mX>Closing date 16 October. |
| Medical Receptionist, Edinburgh. Training by Reward Training - <https://bit.ly/2OhxRT0> Closing date 31 October.  |
| Early Years Practitioner, Broxburn. Training provided by Carousel Training - <https://bit.ly/2oFSE7A> Closing date 9 October |
| IT Systems Administrator, ATOS, Livingston. Training provided by QA - <https://bit.ly/2NcbocX>. Closing date 22 October |
| Business Administration Assistant, Livingston. Training provided by QA - <https://bit.ly/2Nl14PE> Closing date 22 October |
| Administrator, Livingston. Training provided by Rewards Training - <https://bit.ly/2CnEQIC>Closing date 28 October |
| Early Years Practitioner, Livingston. Training provided by Carousel Training - <https://bit.ly/2NkTip1> Closing date 9 October |
| Hairdresser Apprentice, Charlie Miller Hairdressing, Edinburgh. Training provider is ACT. - <https://bit.ly/2NaUEPG>. Closing date 7 October.  |

Jobs at Edinburgh Airport

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| Various jobs advertised. See below for a selection and please check the website for more details and a wider selection of opportunities - <https://bit.ly/2HM4bhz> Team Members – Bar BurritoBarista – Café Nero and CostaTeam Members – Eat Various positions - Krispy KremeKitchen Porter, Front of House and Kitchen Team Member – Yo! SushiKitchen staff - WetherspoonsRetail opportunities are currently available with Accessorize, Next, Superdrug, Hugo Boss, Brora, Fat Face, JD Sports, Scottish Fine Gifts, WH Smith, World Duty FreeAircraft Cleaner – Flightcare |

Special Interest

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| The BFI Film Academy is accepting applications for their course due to run at weekends in Edinburgh from 27 October to 21 January. Cost is £25 and bursaries for travel and childcare are available. Open to applicants aged 16-19 only. Full details attached to snippets. Closing date 5 October 2018. |

[www.positive-destinations.co.uk](http://www.positive-destinations.co.uk)

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| Nursery Practitioner, Sheephouse Nursery, Fauldhouse - See attached vacancy details. Closing date 19 October. <https://bit.ly/2y6wuQe> Applicants must be 16 -24 and live in West Lothian. Applicants aged 16 -18 must be unemployed, applicants 19-24 must be 3 months unemployed or have previously engaged with MCMC or the Employability Fund. |

Community Jobs Scotland

The following vacancies are only open to vulnerable unemployed 16 to 29 year olds, including carers, early service leavers (armed forces), care experienced, disabled, young people with convictions and young people on an activity agreement who are not on the Work Programme, Work Choice, Specialist Employment Support, Work First Scotland or Work Able Scotland.

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| Trainee Women’s Support Worker, West Lothian Women’s Aid, Livingston - <https://bit.ly/2Lc2jM0>  |
| General Assistant, River Kids, Livingston - <https://bit.ly/2vVIjsj>  |
| New! Café Assistant, Craigsfarm, Livingston - <https://bit.ly/2OsTSBN>  |

The Prince’s Trust

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| Explore Enterprise Course, Edinburgh. 16 - 19 October – Open to applicants aged 18-30 who want to start their own business. This taster course will explore self employment. Receive up to two years mentoring support - <https://bit.ly/2BXcFzS>.  |

Register Your Interest

Register your interest so you can be notified when opportunities are available.

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| Apprenticeships – Virgin Media, various locations (these have not been finalised as yet but go to <https://careers.virginmedia.com/job-search/job-details?id=5152> to register your interest. |
| EY (Ernst Young), Edinburgh - Register your interest in the September 2019 programme – Opportunities include Business Apprenticeship (FSO Tax) and Business Apprenticeship (Assurance-Audit) - <https://bit.ly/2v0QbIF>   |
| Driver Apprentice, Aldi Distribution Centre, Bathgate – Register your interest for future opportunities – <https://bit.ly/2twHtyg> Logistics Apprentice, Aldi Distribution Centre, Bathgate – Register your interest for future opportunities - <https://bit.ly/2twHtyg>  |

**Nursery Practitioner - Sheephouse Nursery - Wage Subsidy**

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| **Job Title** | Nursery Practitioner |
| **Location:** | Fauldhouse, West Lothian |
| **Hours / Days of work** | 30 hours per week |
| **Rate of pay** | Dependent on experience |
| **Conditions of employment**    | * **16-24 year olds only - West Lothian Steps N2 Work eligibility conditions apply.**
* **West Lothian Steps N2 Work opportunities are open to West Lothian Residents only.**
* **Applicants aged 16-18 must be unemployed, applicants 19-24 must be 3 months unemployed or have previously engaged with MCMC or GRFW.**

**"The employer has claimed an exception under the Equality Act 2010"** |
| **Background** | Sheephouse is a small but perfectly formed nursery and out of school club in Fauldhouse, West Lothian. We have been consistently graded VERY GOOD by the Care Inspectorate.  We're incredibly child-led and do things 'The Sheephouse Way'- ensuring that the needs of the children that we care for and their families are central to what we do.  We don't like to stand still and are innovative in our approach to play - always keen to push boundaries and offer fantastic play opportunities.  We have a great team who are hugely important to us and we like to support and empower them all with a view to ensuring everyone benefits from their time spent at Sheephouse.We are looking for someone with the following qualifications, training and experience however we will also consider applications from potential apprentices who are willing to work with us whilst studying for an SVQ 3. Newly qualified applicants are also welcome to apply. |
| **Job Outline:** | * Plan, develop and implement a dynamic programme of activities suitable to the age of the children attending the nursery
* Maintain accurate and stimulating personal learning plans
* Build open and honest relationships with families
* Liaise with local authority nurseries on daily wraparound escorting to ensure continuity of care
* Work in collaboration with the parents of children with additional support needs to achieve full integration within the nursery and offer physical, emotional and intellectual guidance as necessary
* Provide a high quality learning environment which meets the need of the children and ensures an awareness of disabilities, family cultures and medical history
* Be accountable for the completion of paperwork e.g. communication diaries, medication forms, ratio sheets and sleep times
* Ensure risk assessments are updated and revised when relevant
* Notify the nursery manager of any concerns relating to child protection or the safety of the environment
* Participate in any relevant training
* Ensure hygiene standards are maintained and adhered to
* Attend monthly team meetings
* Conduct oneself in an appropriate manner at all time so as to be a positive role model for the children
* Maintain confidentiality at all times

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| **Experience /****Qualifications required****(Essential / Desirable)** | You will need to have the following qualifications, training and experience**, or be willing to work towards:*** SVQ Level 3 or equivalent
* Knowledge and understanding of all curriculums, Building the Ambition and self-evaluation frameworks
* Excellent organisational skills with the ability to work to targets and deadlines
* Knowledge of health and safety legislation
* Knowledge of Care Standards
* Knowledge and understanding of equal opportunities
* PVG membership
* SSSC registration
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| **Personal qualities required** | * Reliable with a positive attitude to work and learning
* Flexible and a willingness to be responsible for additional tasks
* Well organised
* Articulate and friendly
* Well presented
* Willing to work as part of a team
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| **Training provided:** | Training will be provided and will work with West Lothian College to provide the appropriate SVQ. |
| **Application process** | Please send your CV to holly.flannigan@westlothian.gov.uk and state the job position you are applying for, otherwise you will not be considered.  |
| **Closing date:** | 19/10/2018 |